

# CCLD REVIEW

CONSTRUCTION CODES AND LICENSING DIVISION WINTER 2012/13  
MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY

## Online licensing, renewals show positive results

New license applications and license renewals for all CCLD license types [can now be submitted online](#), reducing the time it takes to process applications and issue licenses.

In 2012, 36 percent of all license renewals were submitted online, compared to about 12 percent in 2011. Two-thirds of all plumbing licenses were renewed online this year.

Personal licenses renewed online are automatically and immediately renewed without the submission of supporting documents as long as the licensee has completed required continuing education prior to going online to submit the renewal.

Continuing education information is now submitted directly to CCLD by the continuing education providers, eliminating the need for licensees to submit course completion certificates with license renewals. Licensees who try to renew a license without completing the required continuing education are subject to license suspension or revocation and a fine of up to \$10,000.

Currently, business license applicants are still required to complete paper application forms, yet these forms can be uploaded to DLI's website and the license fee

### BY THE NUMBERS

New license applications and license renewals for all CCLD license types can now be submitted online. Some recent statistics about the move to the online system:

- 12%** – License renewals submitted online in 2011.
- 36%** – License renewals submitted online in 2012.
- 67%** – Plumbing licenses renewed online in 2012.

paid electronically. Similarly, individual license exam applicants will have to upload work experience verification forms yet can pay exam and license fees electronically. Once an individual has passed the license exam, they can submit a license application and pay the fees online, resulting in the immediate issuance of a license.

CCLD's online license application page is at <https://secure.doli.state.mn.us/license/intro.aspx>. Questions about business licenses can be directed to (651) 284-5034 and questions about personal licenses can be directed to (651) 284-5031. Questions can also be emailed to [DLI.license@state.mn.us](mailto:DLI.license@state.mn.us).

### Locate inspectors quickly

## Find code requirements and code inspectors online

DLI has built a one-stop "Local Code Lookup" – online at <http://workplace.doli.state.mn.us/jurisdiction> – to help contractors and homeowners find local code requirements and code inspectors in one place.

The online search tool helps users find which code authority has local jurisdiction for permits, plan review and inspection in the areas of boilers, building codes, electrical, elevators, high-pressure piping, plumbing or other Minnesota construction codes and licensing disciplines.



DLI's Local Code Lookup helps homeowners and contractors find local code requirements and inspectors in one place.

# Strategic plan will guide DLI's program areas

DLI has conducted a review of its priorities and operations and prepared a strategic plan to guide it in carrying out its mission during the next five years.

DLI administers seven specific program areas:

- Apprenticeship
- Construction Codes and Licensing
- General Support
- Labor Standards
- Occupational Safety and Health (Minnesota OSHA)
- Workers' Compensation
- Office of Combative Sports

This strategic plan does not describe all of the agency's functions. Instead, it identifies areas where DLI staff members and stakeholders believe focus and innovation can improve the services provided by the agency.

Mindful of the need to use its resources wisely, DLI first identified the core objective of each of its units, requiring an answer to the basic question "Why is DLI's work important to the citizens of the state of Minnesota?" It then identified specific, targeted strategies to carry out each of the objectives. Finally, outcome measurements were established to determine whether DLI is successful in the strategies and initiatives it undertakes.

The following terms are used throughout the strategic plan:

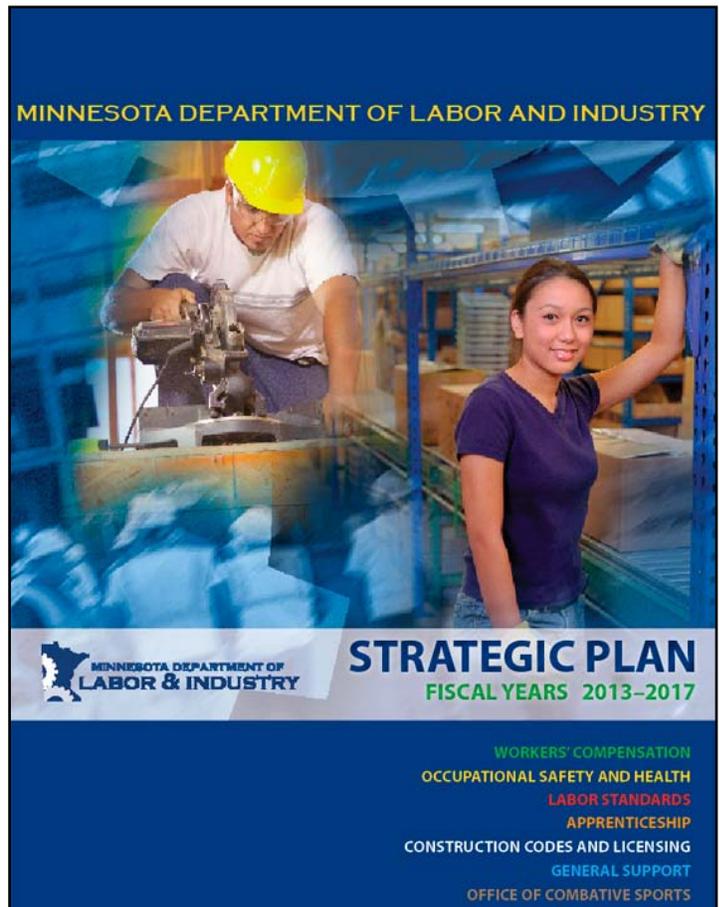
**Objective:** The goal DLI wants to accomplish.

**Strategy:** Explains what DLI does to meet the objective.

**Initiative:** Describes how DLI will implement the strategy.

**Outcome measure:** Gauges DLI's success.

As part of its strategic planning process, DLI took a close look at the work it performs and considered how to measure the results of its efforts. In addition, areas were



identified where DLI didn't currently collect the data necessary to measure success. In those situations, DLI will identify and monitor available information so appropriate baselines can be established.

DLI is committed to fair and firm enforcement of the laws it administers and to being a responsive and reliable resource for its stakeholders, including employers, workers, insurers and licensees. This strategic plan will help DLI continue to improve the services it provides. It is available on the DLI website at [www.dli.mn.gov/PDF/strategic\\_plan.pdf](http://www.dli.mn.gov/PDF/strategic_plan.pdf).



## DLI Dashboard shows agency performance indicators

The DLI Dashboard tracks the agency's progress in key areas. Stakeholders can see where the agency is on track and where it needs to improve.

View the dashboard at [www.dli.mn.gov/Dashboard.asp](http://www.dli.mn.gov/Dashboard.asp).

## Plumbing code

# Possible model code adoption would replace the State Plumbing Code

Changes to the Minnesota Plumbing Code, Chapter 4715, are being considered.

The [Minnesota Plumbing Board](#) is proposing to adopt a national model code. The Request for Comments about the proposed rules was published in the Nov. 13, 2012, edition of the State Register. The Plumbing Board is requesting comments about the possibility of replacing the Minnesota Plumbing Code with the 2012 Uniform Plumbing Code (UPC) by reference, with amendments.

All submitted written comments will be reviewed by the [Plumbing Board's National Code Review Committee](#) and reported to the full board. The comment period will end March 4, 2013.

➤ For more information, see the rulemaking docket at [www.dli.mn.gov/PDF/docket/4715docket3.pdf](http://www.dli.mn.gov/PDF/docket/4715docket3.pdf)

## Workforce changes

# New inspectors begin work at DLI

A handful of new employees have started working at DLI recently, filling vacancies left by retirements and related staffing changes. Some of the newest workers include:

### Electrical ([view inspector map](#))

- Steven Dudley – Electrical representative in DLI's Mankato office.

### Elevators - ([view inspector map](#))

- John Bennett – Metro area elevator inspector.
- Maris Cinis – Metro area elevator inspector.
- Larry Churchill – Northeast Minnesota elevator inspector.

### Manufactured structures

- Dennis Lass – Consumer complaints, modular plan review/inspections.
- Jason Kelzer – Modular plan review/inspections.

### Plumbing - ([view inspector map](#))

- John Roehl – Plumbing inspector in the west central district office.

View the full Construction Codes and Licensing Division's contact directory online at [www.dli.mn.gov/CCLD/CCLDContactUs.asp](http://www.dli.mn.gov/CCLD/CCLDContactUs.asp).

*CCLD Review* is a quarterly publication of the Minnesota Department of Labor and Industry.

Receive email notification when an issue is available by [subscribing online](#).

## Contact information

### CCLD main contact info

Phone: (651) 284-5012  
Toll-free: 1-800-657-3944  
Fax: (651) 284-5749  
TTY: (651) 297-4198

### Visit the [Contact Us](#) page

### Licensing information

[DLI.License@state.mn.us](mailto:DLI.License@state.mn.us)

### Business/Contractor Licenses and Bonds: (651) 284-5034

(Including: Electrical, HPP, Plumbing, Residential, Manufactured Structures, Mechanical Bonds, Technology System, Water Conditioning)

### Personal Licenses and

**Certificates:** (651) 284-5031

(Including: Boiler Engineers, Electricians, Plumbers, Power Limited Technicians, Pipefitters, Unlicensed Individuals, Building Officials)

### Electrical information

Phone: (651) 284-5026  
Fax: (651) 284-5749  
[DLI.Electricity@state.mn.us](mailto:DLI.Electricity@state.mn.us)

### Boiler, High-Pressure Piping, Boats-for-Hire inspection

Phone: (651) 284-5544  
Fax: (651) 284-5737  
[DLI.Code@state.mn.us](mailto:DLI.Code@state.mn.us)

### Plumbing information

Phone: (651) 284-5063  
Fax: (651) 284-5748  
[DLI.Plumbing@state.mn.us](mailto:DLI.Plumbing@state.mn.us)

### License enforcement details

Phone: (651) 284-5069  
Fax: (651) 284-5746  
[DLI.Contractor@state.mn.us](mailto:DLI.Contractor@state.mn.us)

### Contractor registration program

Phone: (651) 284-5074  
[DLI.register@state.mn.us](mailto:DLI.register@state.mn.us)

# Two-year construction electrical programs reviewed

In August 2012, DLI initiated a detailed review of construction electrician programs offered by nearly 20 technical and community colleges in Minnesota, North Dakota and Iowa.

Minnesota Statute §326B.33 allows an applicant for a journeyman electrician, maintenance electrician or power-limited-technician license examination to receive experience credit equivalent to one year for the successful completion of a two-year, post-high-school electrical course approved by DLI.

Minnesota Rules 3801.3820 through 3801.3885 provides the minimum qualifications for instructors and strict criteria for program content and delivery. To be approved, these programs must offer a minimum of 2,000 hours of education with at least 1,600 hours of comprehensive electrical technical lessons through lecture or lab and enforce a 95-percent attendance policy.

A full review of each construction electrician program, the technical content of the individual courses and the credentials of the instructors is required every five years to maintain approval status. In addition, each approved



DLI is reviewing construction electrician programs offered by technical and community colleges in Minnesota, North Dakota and Iowa.

technical college is required to submit an annual report detailing any instructor or curriculum changes.

The final determinations are expected to be completed prior to the statewide electrical instructors meeting Feb. 21, 2013, at [DLI's office in St. Paul](#).

# DLI electrical representatives and contract inspectors visit solar project



CCLD electrical area representatives and contract electrical inspectors visited a large solar project Dec. 18, 2012, near Slayton, Minn. The solar farm provides about two megawatts of power into the electrical grid.

A contingent of CCLD's electrical area representatives and contract electrical inspectors visited a large solar project Dec. 18, 2012, near Slayton, Minn.

The massive solar farm has started operation and will provide about two megawatts of green solar power into the electrical grid.

More than 7,000 solar panels are installed on racking that is supported by hundreds of steel pilings that are each driven 9 feet into the ground. The electrical output power from the individual solar panels is only 35 volts at 8.5 amperes of direct current (DC). However, the 7,040 individual solar panels are connected together in such a way that the resulting total power output measures approximately 600 volts DC. The 600 volt DC power is inverted into 480 volt alternating current (AC) power. The 480 volt AC power is then transformed into 13,800 volts AC where it is routed underground to a nearby electrical utility substation. At the substation the electrical utility has interconnected the power from the solar photovoltaic system to the regional electrical grid.

## Enforcement actions

# Contractor fined \$10,000 for unlicensed activity

Some recent [CCLD enforcement actions](#) include:

- In October 2012, DLI revoked the license of a residential building contractor who was found to have submitted a license application that contained false or misleading information. The contractor was also fined \$5,000.
- Also in October 2012, an unlicensed residential building contractor from Golden Valley was ordered to cease and desist unlicensed activity and fined \$10,000. And another unlicensed contractor from Winona was fined \$7,000 and ordered to cease and desist unlicensed activity.
- A St. Louis Park electrical contractor agreed to be censured and to file all future requests for electrical inspection electronically using CCLD's eTRAKiT system. The contractor was also fined \$5,000 with \$4,500 of the fine stayed on the condition of no future violations.



### Enforcement actions

View enforcement and license actions taken against licensees.

Summaries of all final CCLD enforcement actions are available at [www.dli.mn.gov/CCLD/Enforcement.asp](http://www.dli.mn.gov/CCLD/Enforcement.asp). Questions about specific enforcement actions should be directed to (651) 284-5069 or [DLI.contractor@state.mn.us](mailto:DLI.contractor@state.mn.us).

## Permits

# Online permit system saves time for users and DLI

Since its launch in October, 2011, DLI's online permit system – eTRAKiT – has cut in half the amount of staff time required to issue electrical permits and cut by 90 percent the time to process permits.

eTRAKiT, online at [www.dli.mn.gov/CCLD/etrakit.asp](http://www.dli.mn.gov/CCLD/etrakit.asp), enables electrical contractors and homeowners to apply for permits, track current and historical permits, review inspection results and pay fees – all in a matter of minutes.

More recently, [high-pressure-piping](#) contractors have also been able to apply for permits using eTRAKiT.

Before its launch, approval of electrical permits filed by mail could take up to six weeks and the process

Start using  
eTRAKiT now



Visit [www.dli.mn.gov/CCLD/etrakit.asp](http://www.dli.mn.gov/CCLD/etrakit.asp) for how-to videos, tip sheets and instructions detailing how contractors can use eTRAKiT to obtain electrical and HPP permits

was staffed by seven workers. Today, paper permits average a three-day turnaround – eTRAKiT permits are issued instantly – with only three staff

members now overseeing the approval of paper applications.

Since June 2012, nearly 70,000 electrical permits totaling about 60 percent of all applications have been created online using eTRAKiT. DLI averages about 100,000 requests for electrical permits each year.

“Providing Minnesotans with efficient electronic service continues to be a top priority for our agency,” said Ken Peterson, DLI commissioner.

With the success of using eTRAKiT to apply for electrical permits, DLI is now working to implement the online permit service for all construction codes and licensing disciplines, such as building, elevators, mechanical and plumbing.